



## SUBCOMMITTEE ON COMMISSION APPOINTMENTS Meeting Minutes

**Date/Time:** Friday, February 26, 2018, at 9:06am

**Where:** City Hall Committee Conference Room

**Attendees:** Councilmembers Nuñez and Phan; Interim City Manager Dianne Thompson; Acting Assistant City Manager/Recreation & Community Services Director Renée Lorentzen; City Engineer Steve Erickson; City Clerk Mary Lavelle; Acting Planning Director Jessica Garner; and Recording Secretary Rachelle Currie

- I. **Call To Order.** Councilmember Nuñez called the meeting to order at 9:06 am.
- II. **Flag Salute.** Councilmember Nuñez led the Pledge of Allegiance.
- III. **Roll Call.** Both Councilmembers and staff are present.
- IV. **Approval of Agenda.** Councilmember Nuñez motioned, seconded by Councilmember Phan, to approve the agenda.
- V. **Approval of Minutes.** Councilmember Phan motioned, seconded by Councilmember Nuñez, to approve the February 16, 2018 minutes.
- VI. **Public Forum.** None
- VII. **Discussion**
  - 1) **City Commission and Council Subcommittee Organization.** Acting Assistant City Manager Renee Lorentzen presented the final list of City commissions as discussed from February 5, 2018 meeting.

2) **Commissioner Handbook.** City Clerk Lavelle referred the subcommittee to page 32 of the current City Council handbook in lieu of the previous contract attorney's memo that she can't find.

Councilmember Nuñez asked if it has to be department head for commission staff liaison and is there a process to advise the commission? Staff responded that each commission has bylaws and these go to council for approval. Term limits in Planning Commission was discussed – 6 year (3 terms). Acting Planning Director Jessica Garner asked if the 3-term rule is after the third term, the commission sits out one term then re-apply. Both Councilmembers answered yes; the commissioner can re-apply to the same commission he/she was on but they can apply to another commission during the sit out.

Councilmember Nuñez brought up attendance; three times in 12 months for Planning Commission and three times in a row for other commissions. He then asked if there's value for Planning commissioner in attending training; Ms Garner responded yes.

3) **Commission Merger Procedure.** Acting Assistant City Manager Lorentzen discussed possible procedure/s for commissions merging such as Sister Cities Commission and Economic Development Commission. Councilmember Nuñez stated that Sister Cities deals with cultural ideas, exchanges; if these are included in the Economic Development & Trade Commission then it's okay, if not in this new commission then it should be with the Parks Recreation Cultural Resource Commission.

Councilmember Phan said that whatever commission we are merging, the goals should be embedded within that commission's bylaws/mission. He suggested 7 members with no alternates and wants business sector be affiliated with Milpitas. For Chamber category, the representative should be from a business and trade organization. Everyone in Economic Development Commission needs to re-apply.

It was suggested to pull Sister Cities Commission aside and perhaps partner with Youth Advisory Commission. All commissioners in Recycling and Source Reduction Advisory Commission need to re-apply and should be 7 members only.

Housing and Community Development Commission: (7 members no alternate); should be staffed by Tim Wong, as suggested by Councilmember Phan. Councilmember Nuñez asked to check with HUD if it's okay to change the name of Community Advisory Commission and he agrees with Councilmember Phan's

suggestion as long as it doesn't impact HUD contract requirements. Councilmember Phan added that all alternates in the current Community Advisory Commission is welcome to apply and if appointed only up to the term expiry date.

Library and Education Advisory Commission. Councilmember Nuñez suggested to add school district (either staff or board member) while Councilmember Phan asked to check the staff liaison assignment.

Public Safety (Fire Department, Police Department and Emergency Preparedness Commission). Bring to the next meeting.

Parks Recreation and Cultural Resource Commission. Invite current Bicycle and Pedestrian Advisory Commission to re-apply

Veterans Commission. No proposed changes.

Youth Advisory Commission. No proposed changes but student delegation from Sister Cities Commission in partnership with Rotary.

Senior Advisory Commission. No proposed changes.

Planning Commission. Keep at 7 members no alternates. Councilmember Nuñez mentioned to add things from a previous meeting with Planning Director Misner.

**4) Consider Current Economic Development Commission Appointment and Vote to Remove One Member.** Councilmember Phan asked Economic Development Director Bitbadal as to how many members should this commission have. Ms Bitbadal responded 7-9 members with no alternates and in the current bylaws, membership included MUSD but also College District. Councilmember Nuñez stated that everyone who has April 2018 term due date be removed and come back with new term limits with bylaw and title changes, and everyone who wants to be in this commission must re-apply. Councilmember Phan suggested to remove Mr Don Peoples and all commissioners with April 2018 term due date and bring this item back to City Council on March 6<sup>th</sup> Council meeting.

Staff was directed to move forward with Veterans, Youth, and Senior Advisory Commissions appointments to be added onto the March 6<sup>th</sup> Council meeting agenda. Staff will forward the subcommittee available applications.

**VI. Future Agenda.**

**VII. Adjournment.** Councilmember Nuñez motioned, and seconded by Councilmember Phan to adjourn the meeting at 10:52am.